

S E C R E T

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OS Staff Notes

FROM:

Policy Branch/PPS/OS

EXTENSION

NO.

DATE

26 October 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/Policy Br

✓

2.

C/PPS

26 OCT

B

3.

EO/OS

27 OCT

B

4.

5.

6.

7.

8.

9.

10.

11.

12.

13. Regrade Confidential When Separated from Secret Attachment

14.

15.

FORM
1-79

610 USE PREVIOUS EDITIONS

S E C R E T

27 October 1988

1. OS Off-Site

25X1 [redacted] was pleased to announce the success of the OS
25X1 Off-Site [redacted] from
29-30 September 1988. Over 50 OS managers attended the
Off-Site, and it proved to be very useful and productive. Some
of the issues discussed were the assignments process (including
rotational assignments), Area Security Officers Program,
Succession Planning, Minority Recruitment, and the OS Career
Management System. With regard to the OS Career Management
System, a manual is being prepared for distribution soon to each
employee. In addition, presentations explaining the system will
25X1 be scheduled to acquaint the employee with system dynamics. [redacted]

2. DDA Career Management Task Force

In addition to OS' efforts in reviewing the OS Career
Management System, the Deputy Director for Administration (DDA)
has formed a DDA Task Force to review the DDA Career Management
Program. The OS representative for this task force is
25X1 [redacted] CMO/PTS. The DDA Task Force will identify all key
issues and questions concerning a career management system;
research offices' policies, practices, procedures, assignments,
and so forth; determine common attributes/similarities amongst
offices; and create a directorate policy statement. Ultimately,
25X1 the DDA Task Force will develop a Career Management Manual.
[redacted]

25X1
25X1

S E C R E T

3. OMB Hearing

25X1 [] D/OS, [] DD/PS, and []
DD/PTS, met with an Office of Management and Budget (OMB)
examiner on 14 October 1988 to present the OS FY 90/91 budget.
25X1 [] indicated that OS is close to the point of reaching a
plateau and that our current resource base will get us through
the rest of the century. The impact of a new administration on
the budget is unknown, but the security and counterintelligence
aspect of our business has a pretty solid base of support.
25X1 These areas are not expected to fluctuate significantly. []

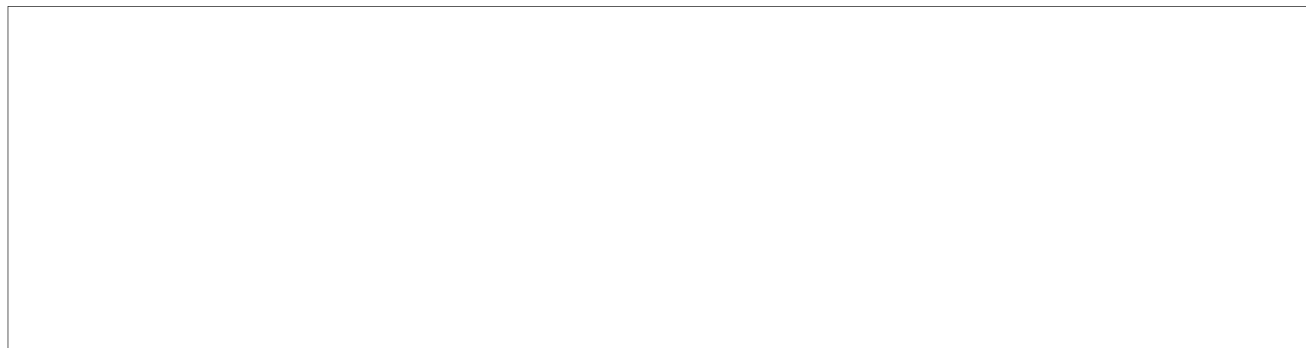
4. [] Conference

25X1 Final preparations are underway for the Regional Security
Conference [] scheduled for 7-8 November 1988. []
25X1

6. Position Announcements

25X1 [] announced that a memorandum is being circulated
that identifies GS-15 positions which will be available over the
next year and one-half. It requests that GS-14's and GS-15's
make their interests known. In addition, once the assignments
data base is in order, this method will be used to announce
future positions at other grade levels instead of the current
vacancy notice system. This will allow for more strategic
25X1 assignment planning. []

25X1



8. Rotational Assignment

25X1

25X1

25X1

[redacted] DC/Polygraph Division, will replace [redacted]
[redacted] as the Executive Assistant to the DDA for a one-year
rotational assignment. [redacted]

25X1

9. Special Thanks to [redacted]

25X1

25X1

25X1

25X1

[redacted] PMS, has been on rotation to OS from OP for
approximately the last four years. [redacted] expressed a
special thanks to [redacted] for her support to OS. [redacted] is going
to SAS/OP, and her replacement in PMS is [redacted]

10. FY-88 Personnel Security Accomplishments

25X1

25X1

25X1

25X1

[redacted] DD/PS, announced that [redacted] Deputy
Director of Personnel for Employment, has acknowledged, by
memorandum, OS' assistance in achieving a hiring goal just 27
positions short of ceiling. This accomplishment was met by
efforts provided by Clearance and Investigations Groups. In
addition, CD 9 met their FY-88 goal by closing [redacted]
reinvestigation cases. Also, the field closed over [redacted] staff
reinvestigation background investigations exceeding their FY-88
goal by almost [redacted]

11. Clarification of Secrecy Agreements

25X1

Due to a recent Federal Court decision which challenged the
legality of U.S. Government secrecy agreements, the Agency was
required to provide a definition of the term "classifiable" to
all Agency employees. The term "classifiable" had appeared in
the Agency Secrecy Agreement (Form 368) and the Sensitive
Compartmented Information Nondisclosure Agreement (Form 4193)
which have recently been revised. Notification to all employees
was accomplished via headquarters notice, WWSB cable, and other
media. [redacted]

Page Denied

Next 4 Page(s) In Document Denied